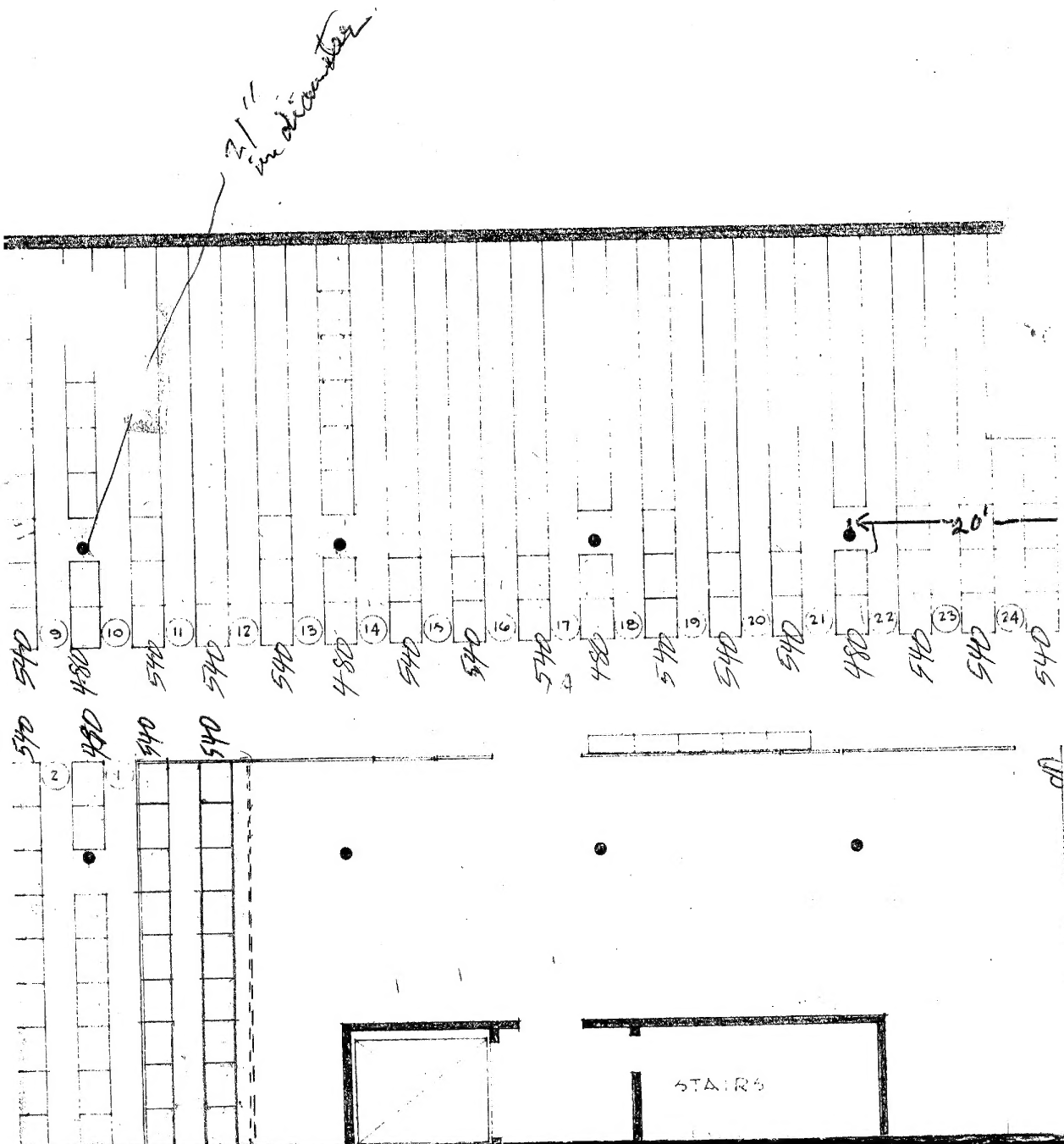


A hand-drawn diagram of a rectangular structure, possibly a building or a container, with internal grid lines. The diagram is oriented vertically. On the left side, there are two columns of handwritten text: '045 045' and '540 540'. To the right of these columns, there are two small circles containing the numbers '4' and '5'. Further to the right, there are two more small circles containing the numbers '6' and '9'. The diagram is labeled with '330' at the top and '270' at the bottom. There is a small 'V' mark at the bottom left corner.

045	045	540	540	330
4	5	6	9	270

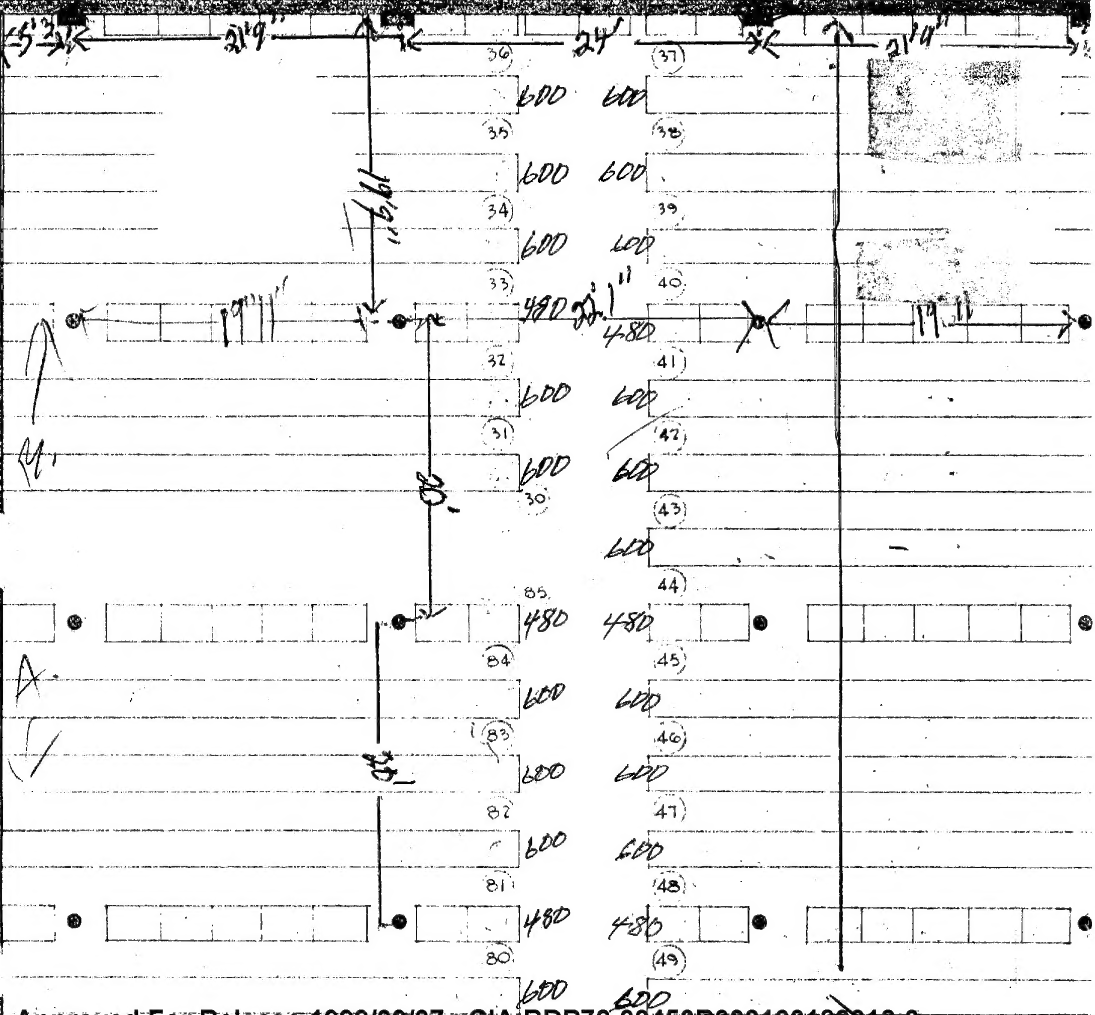


27

17" pipe
10' deep

17" dia

3000
cores. 781

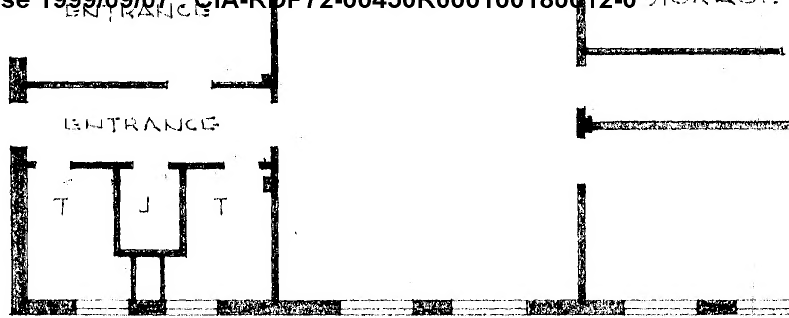


A.

240

22"
in diameter

FIRST



FLOOR PLAN BLDG ~~REDACTED~~ DATE 9/17/69 SCALE 1/4"=1'-0"



24" wide
20" deep

122" height
4.000 lbs 150 lbs per sq. ft.

270

980	(12)
540	(121)
540	(120)
540	(119)
540	(118)
980	(117)
540	(116)
540	(115)
540	(114)
980	(113)
540	(112)
540	(111)
540	(110)
980	(109)
540	(108)
540	(107)
540	(106)
980	(105)

~~SECRET~~

Handwritten notes and markings on a form, including circled numbers and numerical values.

Left Column (Vertical):

- Handwritten: 540, 540, 210
- Circled numbers: 124, 125

Top Section (Left):

- Handwritten: 240
- Circled numbers: 132, 131, 130, 129, 128, 127, 126
- Values: 600, 600, 600, 480, 600, 600

Top Section (Right):

- Handwritten: 240
- Circled numbers: 133, 134, 135, 136, 137, 138, 139
- Values: 600, 600, 600, 480, 600, 600

Bottom Section (Left):

- Circled number: 182
- Handwritten: 240
- Circled numbers: 181, 180, 179, 178, 177, 176
- Values: 480, 600, 600, 600, 480, 600

Bottom Section (Right):

- Circled numbers: 140, 141, 142, 143, 144, 145
- Values: 480, 600, 600, 600, 480, 600

C

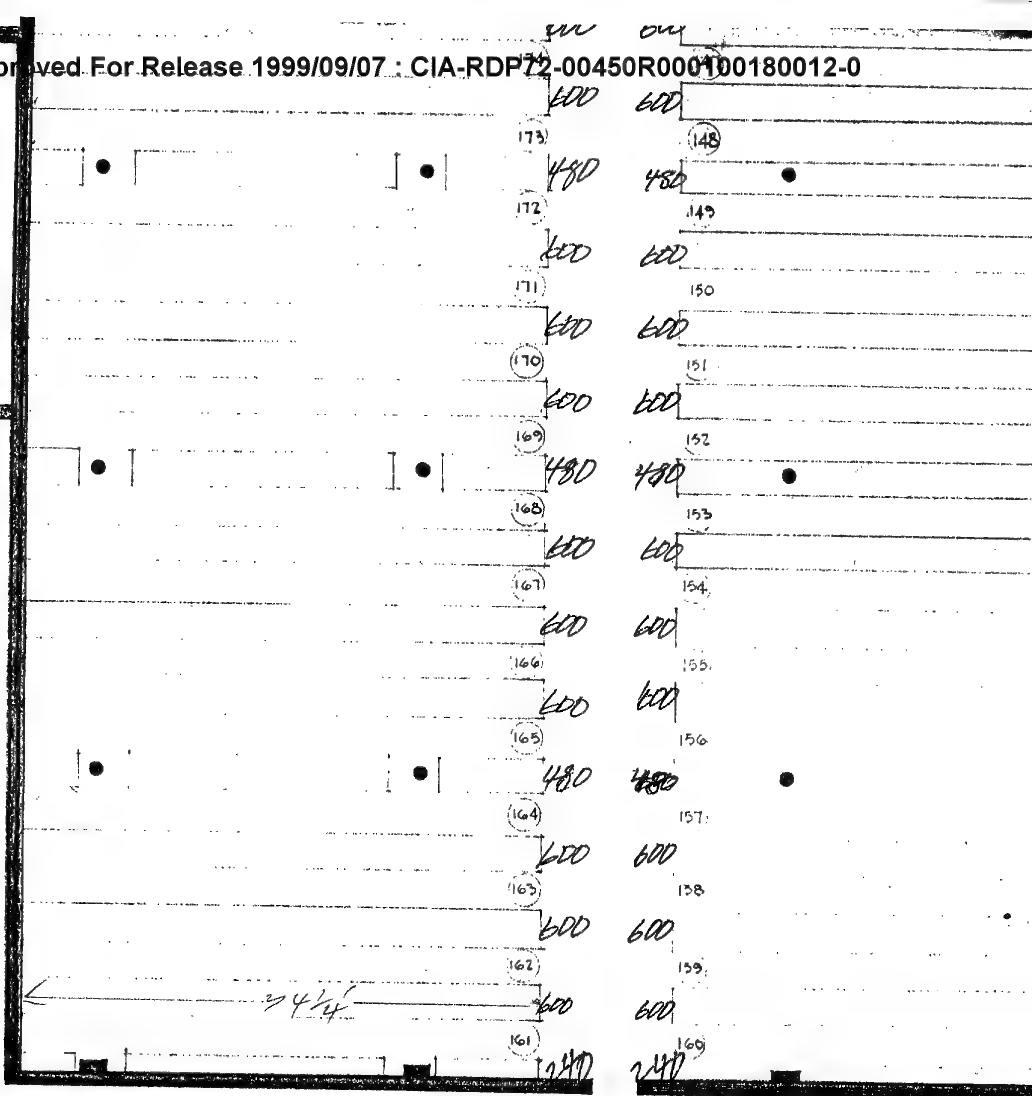
SECOI

MECHANICAL EQUIPEMENT

FLOOR PLAN BLDG  DATE 9/17/63 scale 1"=10'-0"

1.07

H ROOM



~~SECRET~~

APPENDIX A

PRESENT RECORDS HOLDINGS

It is estimated that the Agency now has in its possession 92,000 cu. ft. of records. The following factors are the basis for this estimate.

1. Total number of pieces of filing equipment in the Agency - 16,733.
2. The average capacity of the various types of filing equipment - 5.5 cu. ft.
3. Factors offsetting one another, such as:
 - (a) Space in filing equipment utilized for overnight storage.
 - (b) Records maintained in places other than filing equipment, such as on shelves in vaulted areas.

APPENDIX B

ANNUAL RECORDS ACCRETIONS

It is estimated that records created and accumulated by the Agency would amount to an annual accretion of 20,000 cu. ft. This appears to be a reasonable figure in view of the following:

1. Personnel in the National Archives and Records Service stated that an estimated $1\frac{1}{2}$ cu. ft. of records are accumulated for each person employed by an Agency. The experience of the National Records Management Council in industry, indicates that this figure is approximately 2 cu. ft.
2. Purchases of filing equipment in 1950 with a capacity of 12,200 cu. ft.; 1951, 18,300 cu. ft.; 1952, 23,300 cu. ft.

APPENDIX C

RETIRABLE RECORDS

A. It is estimated that of the 92,000 cu. ft. of records in the Agency, 30%, or 27,600 cu. ft., could be released after the initial inventory and appraisal. This percentage appears to be conservative on the basis of:

1. Records inventories of the General Services Office and Office of Operations, Contact Division. The inventories showed that 68% of the records of General Services Office and 32% of those of Office of Operations, Contact Division could be released to a Records Center.
2. An estimate, in the Hoover Commission Report, that over 50% of all Government records accumulations could be released.
3. The release of as much as 74% in industry as experienced by the National Records Management Council.

27,600 cu. ft. of records is equivalent to 3,450 4-drawer filing cabinets valued at \$810,000.

B. It is estimated that a volume of records equivalent to 40% of the 20,000 cu. ft. annual records accretions, or 8,000 cu. ft. *, can be transferred to the Records Center each year after the effective date of a schedule for the systematic retirement of inactive records. 8,000 cu. ft. of records is equivalent to 1,000 4-drawer filing cabinets valued at \$235,000.

There is no available experience on which to base this estimate. However, it is reasonable to assume that a large percentage of records 3, 4, 5 or more years old will not be needed for frequent reference. At present, it is difficult to retire Agency records to a Records Center because current records are commonly interfiled with non-current records. Once procedures for the systematic cut-off and retirement of files are established, the current records will automatically be segregated from those that are non-current, which will overcome this difficulty.

* The estimate of a volume of records equivalent to 40% of the annual accretions applies to non-current records, which may be as much as ten years old, and not to current records.

~~SECRET~~

APPENDIX D

COST ESTIMATE OF PROPOSED RECORDS BUILDING

Building: Basement and one story; exterior of reinforced concrete walls; reinforced concrete flat slab frame (with monolithic floor finish); concrete masonry unit partitions; exposed concrete ceilings (painted); asphalt tile floor in offices and darkroom; cement finish elsewhere; fluorescent lighting throughout (secondary current); air conditioned with humidity control and forced air heat; security alarm system (no sprinklers); hydraulic elevator. Provisions for additional story. Contract to include installation of shelving furnished by Government.

Gross Area: Basement 10,320 sq. ft.
 1st Floor 10,970 " "
 Total 21,290 sq. ft.

Volume: Approximately 320,000 cu. ft.

E S T I M A T E

Construction	\$200,000
Air Conditioning and Heating	110,000
Fluorescent Lighting Fixtures	11,000
Electrical Work (Secondary Current)	33,000
Security Alarm	3,000
Plumbing	8,000
Elevator	10,000
Approaches	10,000

TOTAL ESTIMATED CONSTRUCTION COST 385,000

Contingencies 20,000
~~\$405,000~~

Deduct from above for brick face with
 8-inch masonry unit backing. \$10,000

~~SECRET~~

APPENDIX E

Fiscal Year 1953

[REDACTED]

25X1A6a

1 24-hr. guard post	\$ 21,020.04
Annual lease	10,500.00
Operation & Maintenance	<u>8,962.00</u>
Total	\$ 40,482.04

Fiscal Year 1954

[REDACTED] (4 mo. pro-rated from above)

\$ 13,494.00

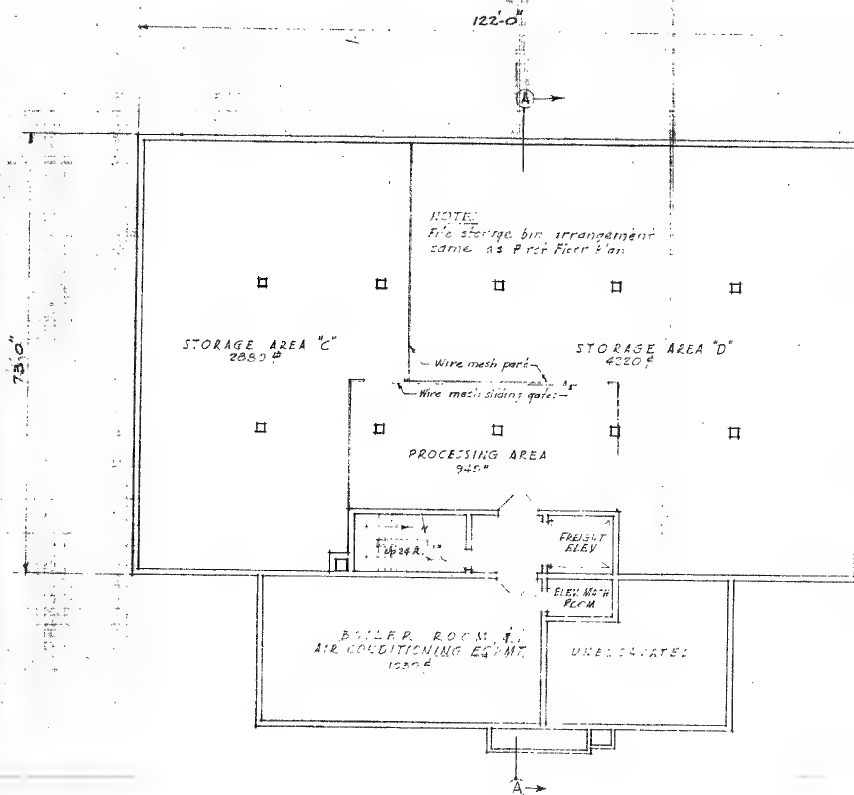
25X1A6a

[REDACTED]

25X1A6a

1 24-hr. guard post	21,020.04
Annual lease	6,000.00
Operation & Maintenance	<u>7,440.00</u>
Total	\$ 47,954.04

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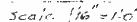


BASEMENT PLAN
Scale 1/16" = 1'-0"

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100180012-0

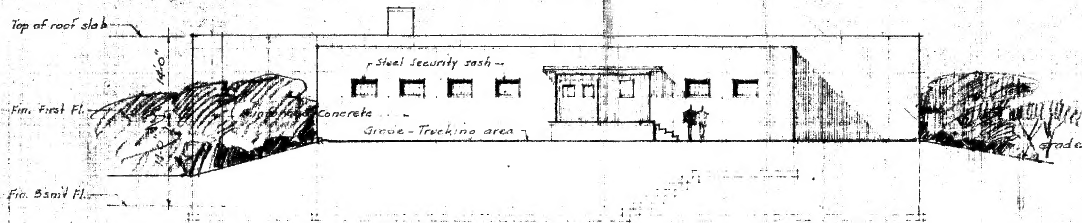
PROPOSED RECORDS STORAGE BUILDING

JWH 9/23/56

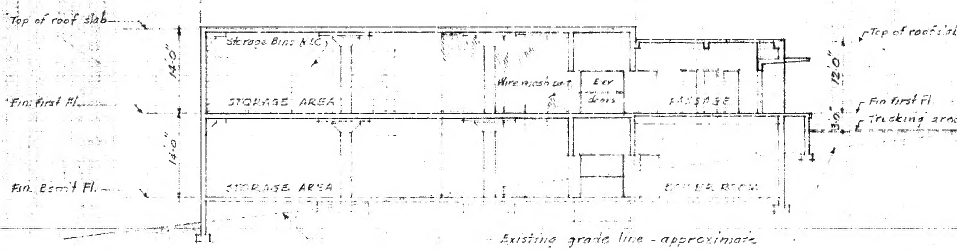


SECRET

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NORTH ELEVATION
scale 1/16" = 1'-0"



SECTION A-A
scale 1/16" = 1'-0"

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25X1A6a

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RECORDS CENTER CAPACITY REQUIREMENTS

It is estimated that an Agency Records Center of 25,000 sq. ft., with a capacity of 50,000 cu. ft. of records, will be filled in from 5 to 10 years. There are no experience figures available, but the following factors were considered in arriving at the estimate:

- (a) Total Agency records holdings - 92,000 cu. ft.
(Appendix A)
- (b) Annual accretion of records - 20,000 cu. ft.
(Appendix B)
- (c) Annual volume of records to be retired - 8,000 cu. ft. (Appendix C)
- (d) Capacity of Records Center - 50,000 cu. ft.
(Appendix F)
- (e) The completion date of initial inventories of present record holdings and the development of the related records control schedules. (A minimum of 2 years to cover the entire Agency.)
- (f) The time required and the extent of success in changing present systems to provide annual cut-offs which will permit systematic periodic retirement of records.
- (g) The volume of records which:
 - (1) Can be destroyed by offices without transfer to the Center.
 - (2) Transferred to the Center and destroyed after retention periods of 1 or more years.
 - (3) Transferred to the Center for permanent retention in present form.
 - (4) Transferred to the Center for microfilming for permanent retention.

In view of the above considerations, it appears that the Agency will have to establish and operate a Records Center of from 60,000 to 70,000 sq. ft. of space in 10 to 20 years, although such a requirement cannot be fully justified at this time. For this reason, a conservative approach would be the establishment of a 25,000 sq. ft. Records Center, constructed in such a manner that it can be readily expanded to meet future needs. This expansion is possible in a building constructed at the [REDACTED]

25X1A6a

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APPENDIX G

COMPARATIVE CUMULATIVE COST OF OFFICE AND
RECORDS CENTER STORAGE OF INACTIVE AGENCY RECORDS

Inactive Records		OFFICE STORAGE				CENTER STORAGE	Savings
Accumulations 1/ Fiscal Cubic		File Cab.	Cab. Replace-	Cab. Space	Office Stor-	Equipment and	Cumulative
Year	Feet	Required	ment Value	Cost	age Cost	Building Cost 3/	
1954	8,000	1,000	\$ 235,000	\$ 11,400	\$ 246,400	\$412,177	\$165,777 (minus)
1955	16,000	2,000	470,000	34,200	504,200	419,354	84,846
1956	24,000	3,000	705,000	68,400	773,400	426,531	346,869
1957	32,000	4,000	940,000	114,000	1,054,000	433,708	620,292
1958	40,000 2/	5,000	1,175,000	171,000	1,346,000	440,885	905,115 4/

1. It is estimated in Appendix C that approximately 8,000 cu. ft. of records will be transferred to the Records Center annually. On the basis of this estimate, the above figures indicate that the Center will be filled to capacity in about 5 years and at that time expansion will be necessary. Although the volume of records to be retired will continue at the rate shown above, the volume of inactive records to be housed will accumulate at a somewhat reduced rate after the first few years of operation. This will be accomplished through the development and application of Records Control Schedules under which a portion of such records can be destroyed upon the expiration of established retention periods approved by officials of the responsible offices.
2. Records Center capacity is assumed to be in the ratio of 2 cu. ft. of records for every 1 sq. ft. of available floor space. This is a minimum figure established by the GSA in the operation of ten Federal Records Centers. It takes into consideration the space needs for aisles and offices.
3. Includes an estimated \$405,000 for construction and the cost of the storage equipment for the accretions of each year.
4. In computing the saving, the salaries of Records Center operating personnel are not accounted for because this cost will be more than offset by the savings in the salaries of office personnel, i.e. more time is required to maintain and service inactive records in office space than is required when the records are stored in a Records Center.